

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1373 OF THE CITY OF WILLOUGHBY HILLS CODIFIED ORDINANCE 2006

REGISTRATION REQUIRED. No person, firm or corporation (including but not limited to, general contractors, subcontractors, and mechanical trades) shall engage in the business or act in the capacity of a contractor except pursuant to a certificate of registration. All persons, prior to engaging in or being employed as responsible for the installation, replacement, and/or construction (such as construct, alter, repair, add to, subtract from, demolish, reconstruct or remodel any building, structure or appurtenance thereto) within the City shall obtain the required certificate of registration. At least one responsible member, officer or employee must be registered by the City to make such installations. All work performed by such shall be under direct supervision of the registered person.

"IMPORTANT"

READ THESE INSTRUCTIONS THOROUGHLY TO ASSURE INFORMATION REQUIRED IS CORRECT AND COMPLETE (see *)

Application must be complete form and the **applicant's signature must be notarized**. Applicant must be the registering contractor. Notary Public Service is available at City Hall. Please Print Legibly.

PERMITS ISSUED ONLY TO REGISTERED CONTRACTORS. When permits are required for work to be performed by Contractors, they will only be issued to those that are properly registered with the Building Department.

- The registering contractor may list persons authorized to pull permits under this registration request. If the list exceeds the application space given, please provide a separate sheet on company letterhead, stating authority. It must also be signed by the registering contractor, and must be notarized.

BOND AND INSURANCE

- Copy of Current **Certificate of Liability** in the amount of **\$100,000/\$300,000** for bodily injury and **\$50,000** for property damage (**Willoughby Hills named as additionally insured**).
** The contractor is responsible for having copies of updated certificates and licenses forwarded to the Building Department in order to keep our records current. **If a certificate of insurance or license expires** within the year of registration it **can prevent issuance of a permit and/or the issuance of a stop work order**.
- **Willoughby Hills Bond form** completed by bond issuer with the bonding obligation in the amount of \$20,000 – expiration date of December 31 of year of issuance. **Continuation Certificates are not accepted**. Bond to be signed and sealed.

ELIGIBILITY FOR CERTIFICATES OF LICENSES AND REGISTRATION No applicant shall be registered as a contractor unless the applicant is the holder and submits proof of a current certificate, license, and/or registration, as required.

- **Electrical, HVAC and Plumbing: State Certification**/Professional License from a testing Municipality or County. See ** above.
- **FIRST TIME REGISTRATION:** Current copy of State Certification/Professional License OR copies of three (3) current municipality registrations with other communities for review by the Building Commissioner.

EXPIRATION AND RENEWALS: All registration certificates **expire on December 31st in the year of issuance**.

- A **Check** payable to: **The City of Willoughby Hills**
Registration Fee: **\$100.00**
Discount Fee: **\$75.00** Renewals (if received by **January 31st of the ensuing year**)
- If application is mailed, **send a regular #10 - self addressed, stamped envelope** for a return certificate.

REVOCATION AND SUSPENSION OF REGISTRATION A certificate of registration may be suspended or revoked by the Building & Zoning Inspector, as per Section 1373.08. Violations and penalties can apply, per Section 1373.99.

— PERMITS —

Permits are subject to charges PLUS 1% OBBS fee

Forms are available in the building department or at www.willoughbyhills-oh.gov

Permit Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.

- ❖ **ANY CONTRACTOR REGISTRATION PACKAGES THAT ARE INCOMPLETE OR INCORRECT MAY BE REJECTED AND RETURNED WITH AN INVOICE FROM THE CITY OF WILLOUGHBY HILLS FOR AN ADMINISTRATION FEE IN THE AMOUNT OF \$30.00. SAID FEE MUST BE PAID SEPARATELY AND ENCLOSED WITH THE REVISED AND CORRECTED REGISTRATION PACKAGE.**

APPLICATION FOR CERTIFICATE OF CONTRACTOR REGISTRATION

Registration Type : ☐ Electrical ☐ HVAC ☐ Plumbing ☐ Sewer ☐ General (specify) _____

List all State Licenses Held: _____

FED.ID # _____ OR SOC SEC # _____

PRINT CLEARLY

APPLICANT NAME CONTRACTOR NAME	COMPANY NAME
ADDRESS _____	ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
MOBILE _____	OFFICE PHONE _____
	OFFICE FAX _____
E-MAIL ADDRESS _____	WEB ADDRESS _____

The following person(s) can pull permits under the contractor that holds registration:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

— If more space is required, please attach a list on company letterhead (note this list must be signed and notarized by contractor, as well).

I, _____, do hereby swear/affirm that all the above facts are true to the best of my knowledge and belief.
(Print)

Sworn to and before me this _____ day of _____, 20 _____

SIGNATURE OF APPLICANT

In the City of _____

State of _____, County _____

Signature of NOTARY PUBLIC, Commission Expiration Date

PLEASE RETURN THIS COMPLETED FORM, REQUIRED DOCUMENTS AND PAYMENTS TO
Willoughby Hills Building & Zoning Department - 35405 Chardon Road - Willoughby Hills OH 44094

\$100.00 Registration Fee - OR - \$ 75.00 Renewal Discount-if received prior to January 31 of ensuing year

FEE \$ _____

FIRST TIME REGISTRATION: ☐ APPROVED ☐ DENIED

Building Commissioner

Date

OFFICE USE: Amount Recv'd \$ _____ Recpt # _____ Cash/Check # _____ Reg # _____ Date _____

City of Willoughby Hills

Building Department

35405 Chardon Road, Willoughby Hills, OH 44094
440-975-3550 Office; 440-918-8749 Fax

PERFORMANCE BOND AND LICENSE AND PERMIT BOND BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ of _____,
State of _____, as Principal, and _____, a
corporation duly licensed to do surety business in the State of _____, as Surety, are
held and firmly bound unto the City of Willoughby Hills, Ohio, and/or any resident, and/or any property owner,
as Obligee, in the penal sum of not to exceed TWENTY THOUSAND DOLLARS (\$20,000.00) lawful money of
the United States, for which payment well and truly to be made, we bind ourselves and our legal representative
firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the Principal has been
licensed as _____ by the City of Willoughby Hills.

NOW, THEREFORE, if the Principal shall faithfully perform all the contractual obligations on and for the
real estate in question in a workmanlike manner and shall further perform all the other duties and
responsibilities and also comply with the Building and Zoning Codes and Ordinances of the City of Willoughby
Hills, Ohio, including all amendments thereto, pertaining to the license or permit applied for, then this obligation
to be void; otherwise to remain in full force and effect until cancelled by the Surety as provided below or
released by the Obligee.

This bond may be terminated at any time by the Surety upon sending written notice by First Class U.S.
Mail to the Obligee and to the Principal at the addresses last known to the Surety, and at the expiration of thirty
(30) days from the mailing of said notice, this bond shall terminate and the Surety shall be relieved from any
liability for any acts or omissions of the Principal subsequent to that date. The Surety shall not be liable for
more than the amount of this bond, regardless of the number of claims made against this bond or the number
of years this bond remains in force. Any revision of the amount of this bond shall not be cumulative.

Dated this _____ day of _____, 20____.

Principal

Expires on December 31st of the year 20____

By _____
Name and Title

_____, SURETY

By _____
Name and Title

Insurance Agency/Agent:
Name _____

Address _____

Phone No. _____ FAX No. _____